

Action Planning Template

Goal: How can I rebuild a positive image of the mobile laptop carts for all teachers in an effort to enhance teaching while also fostering student achievement and learning?"

Action Steps(s):	Person(s) Responsible:	Timeline: Start/End	Needed Resources	Evaluation
1. Initial meeting with principal and mentor to discuss and approve of action research plans	Jeanne Venecia, Principal Orlando Rodriguez, Assistant Principal and Mentor Jose Vasquez, Intern	October – November 2010	-Action Research Plan -Copies of student and teacher surveys that will be conducted	Suggestions by mentor and principal Revisions if needed
2. Collect data about laptop checkout history	Elida Elizondo, Librarian Jose Vasquez, Intern	November 2010	-Mobile lab checkout history, sign out sheet dating back 2 years	Collect data of most frequent users and one time checkouts
3. Distribute opinion student survey to 30 students about how and why they enjoy completing work on laptops	30 students: TBA Jose Vasquez, Intern	November 2010	-Lab of PC's for students -Survey Monkey -Time for students to complete survey	Compile and evaluate results

4.Create list of teachers that will participate in survey and distribute the survey	Jose Vasquez, Intern	November 2010	-List of teachers on campus -Survey Monkey account -PC -Email access -Copy of survey questions	Track and confirm completion of surveys by all teachers
5. Assess results of teacher survey, record experiences, best practices and establish a current image/perception by teachers	Jose Vasquez, Intern	December 2010	-Survey Monkey -Internet -MS Word/Excel to record data	Convert results into a portable document for later use and frequent accessibility
6. Utilize survey results and observe 5 to 6 teachers who use lab most frequently and record their best practices and ideas	Jose Vasquez, Intern Selected teachers: TBA	December 2010 – January 2011	-Copy of action research plan -PC to record results -notepad to write notes during observations	Notes from observations Create best practices list and ideas
7. Select 5 to 6 teachers least	Jose Vasquez	January 2011 – February 2011	-Best practices list and ideas	Feedback from the teachers being trained

likely to use mobile carts or those who had worst perception of mobile lab use from survey. Help those teachers design lessons and show them how to use those lessons with mobile labs modeling proper use and best practices for best results.	Selected teachers: TBA		-Survey Monkey results -Access to mobile labs -Action Research Plan -Lesson Plans -notepad to write notes during observations and feedback	Monitor and observe their use of the mobile lab Take corrective action to assist and promote proper usage to ensure success
8. Gather data of teachers who participated in action research and training. Discuss the results with mentor. Determine if process needs to be repeated.	Orlando Rodriguez, Mentor Jose Vasquez, Intern	February 2011 – March 2011	-Observation results -Feedback results -Survey Monkey results -Copy of action research plan	Suggestions made by mentor Reevaluate data if needed
9. Record final results, report to principal, mentor and Lamar	Orlando Rodriguez, Mentor	March 2011 – May 2011	-Survey Monkey results -All observation results	Publish and report results Post on blog URL http://joeyvasquezactionresearch.blogspot.com/

University professors, post results on wikisite and blog.	Jeanne Venecia, Principal Jose Vasquez, Intern Lamar University professors		<ul style="list-style-type: none">-Feedback results-Copy of Action Research Plan- Best practices list and ideas-List of teachers participating in survey and action research training-List of students that participated in survey-Copy of mobile lab checkout history-Copies of survey questions on both teacher and student survey	
---	--	--	--	--

Format based on Tool 7.1 from *Examining What We Do to Improve Our Schools*

(Harris, Edmonson, and Combs, 2010)